



**CITY OF LOS ALTOS  
CITY COUNCIL MEETING  
April 28, 2015**

**CONSENT CALENDAR**

**Agenda Item # 3**

**SUBJECT:** Authorize the City Manager to renew the services agreement with All City Management Services Inc. for an additional five-year period, in the amount of \$200,000 annually, to provide school crossing guard services; and Authorize the City Manager to enter into an agreement with the Los Altos School District, the Mountain View Los Altos High School District and St. Simon School to share program administrative costs associated with providing school crossing guard services

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**BACKGROUND**

For over seven years, All City Management Services Inc. (ACMS) has provided the City of Los Altos crossing guard services. As a full-service provider, they relieve the Police Department of the day-to-day responsibilities of managing the crossing guard program. Services include recruitment, background clearance, hiring, training, payroll, supervision and program management. ACMS provides local supervision and immediate back-up for any crossing guard absent from duty. Additionally, ACMS carries all necessary insurance coverage required by the City.

On May 14, 2013, Council authorized the City Manager to renew the services agreement with ACMS for an additional two-year term and enter into agreements with the Los Altos School District (LASD) and St. Simon School to share program administrative costs. Council also directed staff to work with the Mountain View Los Altos High School District (MVLA) to participate in the program and share administrative costs associated with the crossing guard services provided at Los Altos High School.

**EXISTING POLICY**

All current crossing guard agreements will end on June 30, 2015.

**PREVIOUS COUNCIL CONSIDERATION**

October 9, 2007; and May 14, 2013

**DISCUSSION**

The current crossing guard locations in the City are a result of collaborative meetings between City staff, LASD, MVLA and St. Simon School. During the two-year term of the existing contract, the number of crossing guard locations serviced by ACMS have increased from 14 in 2013, to the current 20 locations listed below:

- Almond @ North Clark
- South Clark @ El Monte
- Bullis Charter School parking lot entrance @ W. Portola
- El Monte @ Giffin
- San Antonio Road @ W. Portola
- Carmel Terrace @ Portland
- Covington @ Miramonte
- Bullis Charter School parking lot exit @ W. Portola
- Grant @ Oak
- Oak @ Marlborough

- Foothill Exp. @ W. Edith
- Almond @ N. Gordon
- Berry @ Seena (pedestrian connection)
- Springer @ Fremont
- Foothill Exp. @ Springer/Magdalena
- Springer @ Rose
- Covington @ Golden
- Grant @ Morton
- Foothill Exp. @ St. Joseph
- Los Altos Ave. @ W. Portola (new location with staffing pending a new employee hire)

The primary evaluation method to determine if a crossing guard is warranted at a specific location is based on analysis outlined in the California Manual on Uniformed Traffic Control Devices (MUTCD), Chapter 7D.02 - Criteria for Adult Crossing Guards for Signalized Intersections. In short, the section states that crossing guards normally are assigned when at least 40 school pedestrians use a crossing, for each of any two hours (not necessarily consecutive) daily, while going to or from school. The section also outlines additional criteria for uncontrolled crossings, stop sign-controlled crossings and traffic signal-controlled crossings.

In addition to the MUTCD standards, several other factors are taken into consideration including: routes to school; student age; numbers of students using specific locations; roadway width and number of traffic lanes; sight distance at crossings; gaps in traffic; the presence of existing control devices; student proximity to and interaction with vehicle traffic; student conflict with traffic; volume and speed of vehicle traffic; crosswalk visibility; collision history; and overall student safety.

Representatives from LASD and the Police Department meet annually at the end of each school year to evaluate the crossing guard program and locations. Per the current agreement with LASD, all requests for additional crossing guards or modifications to the existing allocation must be transmitted in writing by the LASD Superintendent to the Chief of Police. The Chief, along with staff from the Police and Public Works Departments, evaluate requests and make necessary additions or adjustments to the current program.

Under the proposed five-year agreement, the City will pay ACMS \$17.29 per hour for crossing guard services, with a three-hour minimum per day, per staffed location. This rate is guaranteed for the entire term of the agreement. The existing agreement has the City paying \$15.62 per hour, with a three-hour minimum per day, per staffed location.

The current 20 crossing guard locations require 40 shifts per school day (morning and afternoon) and cover approximately 180 school days per year. With the new agreement, this equates to roughly \$9,337 per crossing guard location, or \$186,732 annually for all locations in the City. Throughout the school year, some locations require additional time beyond the three-hour minimum due to student release variations, bringing the total annual projected cost to approximately \$200,000.

Crossing guard staffing hours are responsive to various “bell times” associated with the schools to accommodate normal, late start and early release schedules. Typically, the staffing hours are 30 to 45

April 28, 2015

Page 2

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minutes before and 15 minutes after the morning bell and 10 to 15 minutes before and 30 to 45 minutes after the afternoon bell.

By agreement, LASD, St. Simon School and MVLA pay the City of Los Altos a program administrative fee of \$4.00 for each crossing guard hour completed (three-hour minimum). Given the 180-school day schedule, this calculates to about \$2,160 per location annually. This fee covers the costs associated with management of the contract and finance-related matters.

For LASD, the annual program administrative fee is roughly \$36,720 (17 locations), for St. Simon School, it is \$4,320 (2 locations) and for MVLA, it is \$2,160 (1 location). Also, through mutual agreement with the City due to insufficient placement criteria, LASD pays 100% of the \$18,672 costs associated with the two crossing guards located on W. Portola at the Bullis Charter School parking lot entrance and exit.

### **PUBLIC CONTACT**

Posting of the meeting agenda serves as notice to the general public.

### **FISCAL/RESOURCE IMPACT**

Program costs under the existing agreement are approximately \$180,000 annually. Under the proposed new five-year agreement, the annual cost will increase to approximately \$200,000. Program costs are included in the Police Department operating budget.

The program administrative fee and other costs recovered from LASD, St. Simon School and MVLA are included as fee revenue in the General Fund budget.

### **ENVIRONMENTAL REVIEW**

Not applicable

### **RECOMMENDATION**

- A. Authorize the City Manager to renew the services agreement with All City Management Services Inc. for an additional five-year period, in the amount of \$200,000 annually, to provide school crossing guard services
- B. Authorize the City Manager to enter into an agreement with the Los Altos School District, the Mountain View Los Altos High School District and St. Simon School to share program administrative costs associated with providing school crossing guard services

### **ALTERNATIVES**

No viable alternatives have been identified for this bicycle/pedestrian safety program.

Prepared by: Tuck Younis, Chief of Police

**ATTACHMENTS:** None

April 28, 2015

Page 3

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